



Foreign Affairs Handbook

14 FAH-1 – Department-Wide Personal Property Management Handbook

Change Transmittal: PPM-2

Date: July 27, 2005

14 FAH-1 DEPARTMENT-WIDE PERSONAL PROPERTY MANAGEMENT HANDBOOK [REVISED]

Changes

1. **14 FAH-1:** This entire handbook has been reformatted to current style that was adopted late last year. Outdated citations have been revised to reflect 14 FAM and 15 FAM material that was formerly part of 6 FAM. Additionally, for greater regulatory clarity, some minor changes were made in 14 FAH-1 H-110 at the recommendation of the Office of the Inspector General (OIG).
2. **Change transmittal** has replaced the term, transmittal letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic and dark magenta will be removed the next time the material is updated. Only current changes will appear in italic and dark magenta. Italic and dark magenta provide an historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard the entire 14 FAH-1 issued under CT:PPM-1 dated 08-11-2004 and replace it with reformatted 14 FAH-1. This handbook was also revised except for subchapters 14 FAH-1 H-230, 14 FAH-1 H-320, and 14 FAH-1 H-720.
2. After inserting the handbook in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:PPM-2, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including nongovernment users (include either fiscal information or payment with request, as appropriate).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

(A/LM)